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DRAFT

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APEX Control Procedures

OS REGISTRY

FILE Security 18
also Security 4

A. Transmission and Maintenance

All APEX information will be transmitted between APEX Control Facilities (ACF) and maintained within the APEX Control Facilities.

B. Classification of Information

The terms APEX, HANDLE VIA APEX CONTROL SYSTEM, APEX Control Facility, COMINT, HUMINT, IMAGERY, TECHNICAL, ☐ ALPHA, Product and Operational are UNCLASSIFIED when standing alone--not connected to intelligence activities or information.

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C. Project Indicators and Codewords

1. ☐ project identifiers may be classified SECRET or CONFIDENTIAL if they meet requirements of Executive Order 12065.

2. Codewords identifying highly sensitive collection projects and project identifiers of designated operational subcompartment material may be protected at the CONFIDENTIAL/SECRET level.

D. Document Control

1. Responsibility

Control of APEX documents is the responsibility of the ACO. He will establish procedures compatible with those ☐

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outlined in the APEX Control System Security Manual. He will ensure that dissemination of the material is made only to those persons possessing the appropriate APEX Access Approval.

2. Classification and Marking

(a) The overall classification of a classified document, whether or not permanently bound, or any copy or reproduction thereof, will be conspicuously marked or stamped at the top and bottom of the first page, the title page (if any), and the outside of the front and back covers (if any). (EXHIBITS 1, 2, and 3)

(b) Each interior page will be marked or stamped at the top and bottom according to the highest classification of the page, including the designation "UNCLASSIFIED" when appropriate. Alternatively, all interior pages may be marked with the overall classification of the document. In either case, the classification markings of each paragraph or other portion will govern when the information is used apart from the document. (EXHIBIT 3)

(c) Portions of documents, to include paragraphs, subparagraphs, and titles, will be marked to reflect the level of

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classification, codewords, caveats, and other control markings or to state that the particular portion is UNCLASSIFIED. (EXHIBIT 3)

(d) Because major components of some documents may be used separately, each major component, e.g., annex, appendix or similar component of a plan, program, or operations order; attachments and appendixes to a memorandum or letter, and each chapter of a report or document should have complete markings to facilitate such use.

(e) The front cover (if any), title page (if any), back page and first page of a document will be marked "HANDLE VIA APEX CONTROL SYSTEM." Each interior page that contains APEX information will also bear this marking. This control caveat will appear at the top right of the page.

(EXHIBITS 1, 2, and 3)

3. Codewords

25X1 Codewords for operational projects, operational subcompartments, material, and product indicators will be placed on cover sheets, on the top and bottom of the title page (if any), first page, and each page which contains information requiring specific codeword/indicator protection. These markings will be

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placed below the classification at the top of the page and above the classification at the bottom. (EXHIBITS 1, 2, and

3) Interior pages of ADP listings may reflect all codeword designators contained in the listing.

4. Restrictive/Control Markings

Restrictive and control markings prescribed in DCID 1/7 will be used on the title page, front cover and other applicable pages to control the dissemination of foreign intelligence or related material which requires protection. These markings will be placed on the bottom of the pages. In addition, portion or paragraph markings will also include abbreviations of these restrictive indicators. (EXHIBIT 3)

5. Cover Sheets

(a) APEX TOP SECRET publication cover sheets will have on the reverse side a dissemination control log and a certificate of destruction. APEX TOP SECRET document cover sheets will have on the front cover a dissemination control log and a certificate of destruction. (EXHIBIT 1)

(b) The separate cover sheets for APEX TOP SECRET documents and publications are:

Operational Compartments (Yellow)

Operational Subcompartments (Brown)

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Product Compartments (Red)

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Compartment (Blue) (Ref ENCLOSURE II.A. through
II.H., APEX Manual)

All SECRET and CONFIDENTIAL level APEX material will be covered with a Gray cover sheet, regardless of the compartmentation of the material. (EXHIBIT 2, and Ref ENCLOSURE II.I., APEX Manual)

(c) Cover sheets are not required on electrical transmissions, computer produced material, raw intelligence, or on hard copy material that does not leave an APEX facility.

(d) Stocks of cover sheets are available through the APEX Control Staff.

6. Document Control Numbers

(a) APEX document control numbers will be provided by the APEX Security Officer (ASO). Originators will assign a control number to all APEX material for distribution to other offices, agencies, or commands. Control numbers will be placed in the upper right hand corner of the cover sheet, front cover (if any), title page, and first page of each document. These numbers will be issued sequentially (one up) and will consist of the letter A, a dash (optional), an eight-digit number, a slant or oblique

stroke, and the last two digits of the current year (e.g., A-12345678/80). (EXHIBITS 1, 2, and 3)

(b) Copy numbers of individual documents will be reflected as Copy ___ of ___ on the cover and first page of the document and be placed immediately below the Control Number. (EXHIBITS 1 and 2) Copy numbers on finished publications may be reflected as Copy ___ on the cover sheet, cover (if any) or the first page. Electrical messages will be excluded from this requirement for APEX Control Numbers.

(c) Reproduction of hard copy APEX TOP SECRET materials requires the consent of the originator. SECRET and CONFIDENTIAL materials may be restricted from reproduction by the originator by application of the phrase "Reproduction Requires Approval of Originator" (RPORG). Reproduced copies will be placed under the same controls and destruction procedures as the originals. Copies of reproduced APEX documents will be controlled under the originator's assigned APEX control and copy number and will be further identified as "Series B." Each copy will be numbered in sequence beginning again with one and will show the total number of "Series B" copies prepared, as follows: "Series B, copy ___ of ___." The original

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will be annotated, just below the control and copy numbers, "Series B issued (date)." If additional copies are made from that original, the marking "Series C" will be used as prescribed above. Subsequent copies from the same original will follow alphabetically. All copies will be logged and accounted for just as the originals.

7. Classification Duration and Markings

(a) Having satisfied threshold criteria demanding protection under the APEX Special Access Control System, APEX materials are classified for a period of 20 years (except for foreign government information as defined in E.O. 12065, which will remain protected for 30 years) because earlier disclosure would damage the national security. Classification markings will be in accordance with E.O. 12065, Information Security Oversight Office (ISOO) Directive No. 1, and other implementing directives. These markings will be placed on the face of each classified document (or they may be placed on the inside cover of formal publications) and as the last line or paragraph of electrical transmissions. Original classification markings must provide:

(1) The identity of the classifying authority
(CLASSIFIED BY, CL BY, or CL).

(2) The office of origin--if not otherwise evident.

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(3) The date for declassification review--indicate date 20 or 30 years from origination (REVIEW ON, REVW ON, REVW, or RVW).

(4) The identity of the TOP SECRET classifier who authorized the prolonged classification--in this case the T.S. classifier who determines the material is APEX (EXTENDED BEYOND 6 YEARS BY, EXT BYND 6 YRS BY, EXT BY, EXT).

(5) The reason the classification is extended beyond 6 years--enter "APEX 75 F" as the reason (REASON FOR EXTENDED CLASSIFICATION, REASON, or RSN).

For Example:

ORIGINAL CL BY _____
REVIEW ON _____
EXTEND BEYOND 6 YRS BY _____
REASON _____ APEX 75 F _____

(b) Documents derivatively classified will also be marked in accordance with ISOO Directive No. 1 and other implementing directives.

For Example:

DERIVATIVE CL BY _____
REVIEW ON _____
DERIVED FROM _____ (source document or
classification guide citation) _____

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8. Transmittal Documents

(a) APEX transmittal documents shall bear the highest necessary classification, codewords, restrictive and control markings. When the transmittal document is of a different classification or different APEX component than the material being transmitted, the following notation shall be used as a footnote or postscript: "REGRADE AS (CLASSIFICATION, CODEWORD, ETC.) WHEN APPENDED (APEX CODEWORD) DOCUMENTS ARE REMOVED." Inappropriate codewords, caveats, and designators must be physically removed.

(b) Non-APEX transmittal documents will bear the highest classification of the material being transmitted and an unclassified caveat stating "CONTAINS (APEX CODEWORD TRIGRAPH OR DIGRAPH) INFORMATION." Classified codewords and caveats will not be used on non-APEX transmittal documents. When the transmittal document is UNCLASSIFIED or of a lower classification than the material being transmitted, the following notation shall be applied "REGRADE AS (CLASSIFICATION) WHEN APPENDED APEX DOCUMENTS ARE REMOVED."

9. Destruction

Destruction will be supervised and witnessed by at least two APEX-indoctrinated individuals. Certificates of Destruction will be executed for all APEX TOP SECRET documents destroyed. These

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Certificates will be maintained for five years. Records of destruction of SECRET and CONFIDENTIAL APEX documents will be maintained for two years.

10. Control Records and Receipts

(a) Each ACF will keep a record of all incoming or dispatched APEX documents, as well as reproduced documents. All controls will be by the originator's APEX Control Number. The ACF will record the following information for each document:

- (1) Originator
- (2) Originator Control Number
- (3) Classification of Document
- (4) Total Number of Copies
- (5) Copy Number(s)
- (6) Identity of Intended Recipient
- (7) Courier Package Receipt Number
- (8) Date Received/Dispatched
- (9) Destruction Record

(b) A document receipt will accompany each copy of the APEX document being transmitted outside the ACF. The original of the document receipt will be signed by the receiving ACO or his designee and returned to the originating ACO within 30 days. The originating ACO will initiate tracer action on any receipt not returned after

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this 30-day period. In those instances where delivery is made by a courier, a courier receipt will also be utilized. These courier receipts will be retained for at least six months.

(c) Records of incoming or dispatched TOP SECRET APEX

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hard copy documents will be destroyed five years after the documents are transferred, downgraded or destroyed. Records for other incoming or dispatched APEX documents will be destroyed when two years old.

11. Wrapping

(a) APEX materials will be enclosed for delivery in two opaque envelopes or otherwise be suitably double-wrapped using canvas bags, cartons, crates, leather pouches, and so forth. Containers will be secured with tape, lead seals, and tumbler padlocks, or by other means which would protect against surreptitious access.

(b) The inner and outer wrapper will show a pouch address and a courier receipt number assigned by the sending ACF. The notation "TO BE OPENED BY THE ACO" will be placed above the pouch address of the receiving APEX Control Facility on the outer wrapper and above the Addressee's Name or Title on the inner wrapper. The proper security classification and the caveat "CONTAINS APEX-CONTROLLED MATERIAL" will be placed on the front and back of the

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inner wrapper only. (EXHIBITS 4 and 5) The inner wrapper will contain the document receipt which will be signed by the Addressee or the ACO and returned. Transfer of the pouch containing APEX-controlled material will be covered by having each recipient sign a courier receipt for the sealed pouch.

12. Delivery

(a) APEX materials to be transmitted from one ACF to another must be carried either by two couriers approved for this purpose, by diplomatic pouch, or by the Armed Forces Courier Service.

(b) APEX documents may be transported by a single officially designated courier within U.S. Government or military installations or between ACF's in the same metropolitan area. Couriers, in these cases, must be specifically appointed by the SIO or his/her designee to hand carry APEX material in a securely locked briefcase or sealed pouch marked with the words:

PROPERTY OF THE U. S. GOVERNMENT

D O N O T O P E N

If found call: (telephone number) (collect)

Washington, D. C.

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Except for ☐ materials, no inner wrapper or container is required under these circumstances.

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E. APEX Control System Abbreviations

(For use in portion marking documents and/or abbreviating Access Approval Levels)

HVACS	HANDLE VIA APEX CONTROL SYSTEM
AG-I	APEX GENERAL, PHASE I
AG-II	APEX GENERAL, PHASE II
SI	COMINT
TEC	TECHNICAL
PIX	IMAGERY
HUM	HUMINT
Digraphs or Trigraphs-A XX-A	Operational Subcompartments (with ALPHA)
Operational Digraph or Trigraph	Operational Compartment
RPORG	REPRODUCTION REQUIRES APPROVAL OF ORIGINATOR (Ref: Paragraph 89, Government Manual)

These are the unique indicators for use in the APEX Control System. Other markings, such as classification and DCID 1/7 caveats, will be used in accordance with procedures prescribed for them.

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